



Emergency Solutions Grant: Shelter Support Grant

Sponsored by
Division of Housing Stabilization, DHCD

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Speakers:

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Agenda

- ▶ Introductions
- ▶ Review of ESG requirements
- ▶ Tracking & reporting on your Shelter Support grant
- ▶ What to expect from performance monitoring and site visits
- ▶ Question and answer session

Submitting Questions during the Webinar

- ▶ Please call in using the conference number & ID
- ▶ Please hold your questions until the Q&A session at the end of the webinar. Please use the 'Raise Your Hand' function.
- ▶ Questions submitted through the 'submit your question' function will not be answered until the end of the webinar.
- ▶ Any unanswered questions may be submitted to elisa.bresnahan@state.ma.us via email. Answers will be sent to all attendees & Shelter Support providers.
- ▶ Webinar slides will be available on the DHCD Website and will be emailed after the presentation.

DHCD ESG Website

- ▶ <http://www.mass.gov/hed/housing/stabilization/emergency-solutions-grant.html>

Eligibility Criteria & Program Requirements

Please note: This webinar is specific to DHCD Individual and Non-EA family shelter support grants (not DV providers).

Shelter Eligibility

- ▶ MUST be low threshold emergency shelter
- ▶ Must accept any homeless individual or family in need
- ▶ No requirement to participate in program activities except:
 - Comply with basic safety shelter rules; and
 - Work with staff to develop and comply with rapid re-housing plan

ESG Requirements

- ▶ Implement a centralized and coordinated assessment system – CoC requirement
- ▶ Must connect shelter guests to mainstream organizations and benefits, may include RAFT, HomeBase, and ESG Rapid Re-Housing programs, as applicable.

ESG Requirements – Shelter Standards

- ▶ Must submit copy of occupancy permit, health inspection certificate, and fire inspection certificate, lead free certificate (if applicable) to Elisa by 9/10/13.

- ▶ Must document compliance with shelter and housing standards
 - Structure and materials
 - Access
 - Space and security
 - Interior air quality
 - Water supply
 - Sanitary facilities
 - Thermal environment
 - Illumination and electricity
 - Food preparation
 - Sanitary conditions
 - Fire safety (working smoke detector in each occupied unit, fire alarm system designed for hearing-impaired residents, one working smoke detector in every public area, at least one additional entry/exit in event of fire or other emergency)
 - Lead based paint standards apply to all family shelters and shelters serving pregnant women

ESG Requirements – Confidentiality

- ▶ Must have written confidentiality procedures for
 - Handling personally identifiable information
 - Protecting address of participant placed into permanent housing

Submit copy of confidentiality policy to
Elisa.Bresnahan@state.ma.us by 9/10/13

ESG Requirements – Code of Conduct/Conflict of Interest

- ▶ Must have written Code of Conduct/Conflict of Interest policy in place
- ▶ Policy must:
 - Comply with HUDS's conflict of interest requirements
 - Document any exceptions to policy

Submit copy of Conflict of Interest policy to Elisa.Bresnahan@state.ma.us by 9/10/13

ESG Requirements – Faith-based activities

- ▶ Must comply with requirements of interim rule (section 576.407)
- ▶ ESG funds may not be used to support inherently religious activities
- ▶ May not require shelter guests to participate in faith-based activities in exchange for shelter

Sub-contracts

- ▶ Must maintain copy of sub-contract
- ▶ Lead agency is responsible for monitoring sub-contracted agency for ESG requirements
- ▶ Lead agency is responsible for submitting required reports for each shelter funded under Shelter Support contract to DHCD monthly

HMIS/Reporting

- ▶ Each shelter funded under Shelter Support contract (lead agency and sub-contracts) are required to collect and enter all universal level and program level data elements
- ▶ Shelters do not need to use same HMIS
- ▶ Must report on whole shelter, not just shelter guests receiving ESG services
- ▶ Annual Performance Report (APR) due July 10th, 2014

HMIS/Reporting

▶ Universal data Elements:

- Name
- Social Security #
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Residence Prior to Program Entry
- Zip code of last permanent address
- Housing Status
- Program Entry Date
- Program Exit Date

▶ Program level data elements:

- Income and Sources
- Non-Cash Benefits
- Physical Disability
- Developmental Disability
- Chronic Health Condition
- HIV/ AIDS
- Mental Health
- Substance Abuse
- Domestic Violence
- Destination
- Date of Contact

HMIS/Reporting

- ▶ Monthly report for each shelter due 10th of each month (ex. Report for month of July due August 10th)
- ▶ Must track
 - # families & individuals engaged in case management
 - # of referrals made to ESG rapid re-housing programs
 - # families & individuals which exited to permanent housing that period

Site Visits

- ▶ Conducted on Monday afternoons (local to Boston area) & Wednesdays
- ▶ Monitoring SFY14 only
- ▶ Review of financial records
- ▶ Review of Annual Performance Report
- ▶ Discussion with program staff
- ▶ Tour of shelter facilities
- ▶ Review of case management files, if applicable

Financial Records

- ▶ Should have in place a process that allows for:
 - Tracking of expended and unexpended funds
 - Hourly tracking of staff time (if staff position is not full time ESG, there must be a record documenting the time spent on ESG & the activities completed)
 - Tracking of admin costs
 - Tracking of sub-contracts
 - Source documentation for all ESG expenditures (receipts!)

Site Visits

- ▶ Will look for documentation of staff time billed to ESG (time sheets & record of activities)
- ▶ Documentation of service hours reported on the Personnel Summary Report

PERSONNEL SUMMARY REPORT										
Corporate Name:						State Agency Name:				
ABC Shelter						Department of Housing & Community Development				
Program Name:			Program Number:		Service Contract Number:			Billing period:		
ESG - Shelter Support			0		CT OCD8000HFESG121395S0			7/1/12 - 7/31/12		
Program Component/ Position Title	FTE	Employee Name	Service Days	Service Hours	Wages/Salary Amount Paid	Component Total (all employees in component position title)	Less Offsetting Support	Component Net Invoice Amount		
Case Manager	1.00	Betty Doe	7/2-7/31/12	50.00	\$ 800.00	800.00				-
										-

Site Visits

- Will look for documentation of program costs

Occupancy						
Program Facility		\$ 20,000.00	\$ 20,000.00	\$ 500.00	\$ 19,500.00	\$ 500.00
Facility Oper/Maint/Furn					\$ -	\$ -
Total Occupancy		\$ 20,000.00	\$ 20,000.00	\$ 500.00	\$ 19,500.00	\$ 500.00
Other Direct Care/ Program Staff						
Direct Care Specialists					\$ -	\$ -
Prov. Reim/Stipends					\$ -	\$ -
Staff Training					\$ -	\$ -
Staff Mileage/Travel					\$ -	\$ -
Subcontract Dir. Care					\$ -	\$ -
Meals					\$ -	\$ -
Client Transportation					\$ -	\$ -
Incid. Health/Med. Care					\$ -	\$ -
Medicine/Pharmacy					\$ -	\$ -
Client Per. Allowances					\$ -	\$ -
Prov. of Material Good					\$ -	\$ -
Data Processing					\$ -	\$ -
Commerical Resources					\$ -	\$ -
Program Supplies/Mat					\$ -	\$ -
Program Support					\$ -	\$ -
Total Other Direct Care/ Program Staff		\$ -	\$ -	\$ -	\$ -	\$ -
Direct Admin Expenses						
Program Support					\$ -	\$ -
Other Direct Admin Exps					\$ -	\$ -
Total Direct Admin Exps.		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PROGRAM COSTS		\$ 30,000.00	\$ 30,000.00	\$ 1,300.00	\$ 28,700.00	\$ 1,300.00
Agency Admin Support Allocation %		\$ 1,000.00	\$ 1,000.00	\$ 20.00	\$ 980.00	\$ 20.00
PROGRAM TOTAL		\$ 31,000.00	\$ 31,000.00	\$ 1,320.00	\$ 29,680.00	\$ 1,320.00

Questions?

Please use the “Raise Your Hand”
function

Thank You for Attending!

Please email follow up questions to
elisa.bresnahan@state.ma.us